

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Elkhart 21st CENTURY LEARNING CENTER

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	Non-compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 4:1	Satisfactory		

ACTION NEEDED: NONE

Elkhart 21st CCLC submitted a corrective action plan that detailed the ways in which it will ensure that, for all future tutors, background checks are conducted prior to tutors working with children.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Elkhart 21st CENTURY LEARNING CENTER
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: March 27, 2007

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	ONE of the following: -Tutor resumes/applications (<u>all tutors</u>) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Tutor recruitment announcement -Tutor resumes	X		Tutors meet tutor qualifications detailed in provider application. Tutor recruitment announcement is acceptable.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Incentives policy -Recruitment fliers -Program description for parents	X		Program description and recruitment fliers match provider application. Incentive policy is in line with Indiana Department of Education's Incentive Policy.
Academic Program	ONE of the following: -Lesson plan(s) for one class in all subjects offered <i>In addition to:</i> ONE of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Student Learning Path overview -Lesson plans -Connection to IN standards	X		Lesson plans match description in provider application. Lessons connect to IN academic standards.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	-Progress reporting timeline -Progress reports	X		Progress reports and timeline match description in provider application.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Elkhart 21st CENTURY LEARNING CENTER
SITE: 201 W. Wolfe Ave. (Roosevelt Elementary School)
TUTOR'S INITIALS (ALL TUTORS OBSERVED):
NUMBER OF LESSONS OBSERVED: 3

DATE: March 17, 2007
REVIEWERS: MC/ST
TIME OF OBSERVATION: 9:30 a.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Students worked on lessons as prescribed by their Plato Achieve Now computer program. Some students worked in small groups with instructor facilitation; others worked independently on language arts or math lessons. Each student had their own tailored lesson plan next to them as they completed their assignments. In some pairs, one student would assist the other student when a student had difficulty with a particular concept in the lesson or in other cases the tutor would provide this assistance. In the one classroom, students were not working on the Plato software system and instead completed a pretest and then worked in a small group with the tutor on the chalk board on using place values to determine the sums of numbers. The tutor allowed students to respond to questions on the board and also demonstrated examples on the board with students. Lessons observed match description in provider's original application.
Instruction is clear	X		The tutor working with the students who did not use the computer program provided a lesson explanation and then always checked to ensure all of the students comprehended the math concept before moving on to the next topic. In the groups that worked on Plato's Achieve Now computer activities, tutors observed students and made themselves available when students needed assistance. Tutors were able to clarify instructions in the computer based lessons when students were not clear.
Time on task is appropriate	X		Students were engaged in their work, on task, and interested in their lessons.
Instructor is appropriately knowledgeable	X		Tutors used appropriate positive feedback to encourage students when they grasped a concept with which they'd previously had difficulty. Tutors provided students with resources to answer questions without simply giving them the answers. One tutor even used manipulatives to explain math concepts and to further allow the students to practice their addition skills.
Student/instructor ratio: <u>4:1</u>	X		Application notes that the ratio will be 10-8:1 and that instruction will be in small groups. A 4:1 ratio and small group instruction were observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Elkhart 21st CENTURY LEARNING CENTER
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: March 27, 2007

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Criminal background checks were conducted. However, a background check was not completed prior to one tutor working with students. (Provider submitted a corrective action statement explaining how it will prevent this from occurring in the future).		X
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Emergency and evacuation plans -Student release policy	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	-Tax returns for FY 2005 and FY 2006 -Financial statements	X	